



FOREST SERVICE MANUAL

RUSSELLVILLE, AR

FSM 1200- ORGANIZATION

CHAPTER 1230 – DELEGATIONS OF AUTHORITY AND RESPONSIBILITY

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New Document(s):	1230	6 Pages
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Digest:

1231	Update Acting Forest Supervisor's authority.
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1231 - DELEGATION PRINCIPLES AND PROCESS.

1231.31 - Continuing Acting Authority

In the absence of the Forest Supervisor, the Acting Forest Supervisor shall be assigned quarterly according to the following schedule:

Schedule for Acting Forest Supervisor

MONTH	STAFF AREA
January thru March	Ecosystems (Greg Hatfield)
April thru June	Administrative Officer (Ibis Dawson)
July thru September	Technical Services (Ron Klouzek)
October thru December	Public Services/Planning (Gary Knudsen)

Guidelines for Acting Forest Supervisor are in Exhibit 1.

If the scheduled acting is unavailable then the duties shall be performed by the next staff area on the above schedule.

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Exhibit 1

GUIDELINES FOR ACTING FOREST SUPERVISOR

Items	Staff Officer	Acting Forest Supervisor	Forest Supervisor
Mail		Reviews mail & routes to Staff in absence of FS	Reviews incoming FS mail when present.
Personnel Selection/Hiring Grievances, EEO, Labor Relations	Rngrs & Staff: Staff out certs and candidates for positions working under the Staff or Ranger position. Recommends 1st, 2nd, 3rd choice to FS.	NA except in extended absence of FS	Final decision
Budget Targets	Staff out, develop and recommend to FS.		Final decision
Congressionals	Staff out and/or coordinate with District Rangers, Center Director. Prepare response.	Initiates action in absence of FS. Signs in extended absence of FS.	Signs
Contacts (1) Cooperators/ State Agencies	Work w/ sub-staff-occasional Agency heads (on routine matters)	Works w/State Agency Chiefs in extended absence of FS	Works w/State Agency Chiefs.
(2) Outside groups	Makes key contacts. Advises FS. Recommends policy/direction change.	Handle important matters only in extended absence of FS	Kept advised by Staff on issues and concerns. Contacts key individuals as deemed necessary.

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Items	Staff Officer	Acting Forest Supervisor	Forest Supervisor & Admin. Officer
(3) In-house Up-line R.O.-W.O.	Routine and more important matters, contact w/Directors.	Very occasional contact with Regional Forester and Deputies on urgent matters in absence of FS	Works w/Regional Forester, DRF, and contact with Directors.
Ranger Districts	ALL routine and more important matters, contact w/Directors		Congressionals, sensitive issues, possible significant problems and high visibility situations
	FAT's. Advise FS and Admin. Officer of urgent matters and future problem potentials.	Handle emergencies in absence of FS	Line-to-line visits to look at overall direction.
Political	Verbal only when called by Congressional Staff	Verbal only in absence of FS	ALL
Emergencies on Forest-- --Chemical Spills --Reactor problems --Tornado-Flood-Fire --Ice	Staff to handle the initial request. Sends first crew.	Makes a decision in absence of FS	Makes the decision.
Request from RO to Other Forests for help-- --Fire --Southern Pine Beetle --Etc.	Same as above	Same as above	Same as above

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1236 - DELEGATIONS OF AUTHORITY TO FIELD POSITIONS.

1236.5 - District Rangers, Nurseries, and Job Corps Centers.

1236.51 - District Rangers. The Forest Supervisor has delegated technical approval authority to the District Ranger to purchase such things as answering machines, fax machines, etc. The written request to the District Ranger along with his approval must be kept on file for the lifetime of the equipment. This should not be done on requisitions; it should be in letter form.

1239 - SUMMARY OF DELEGATIONS OF SPECIFIC AUTHORITY

1. Forest Supervisor. The following types of correspondence shall be prepared for and signed only by the Forest Supervisor:

a. Correspondence involving policies, assignment of targets, commitment of funds or manpower, critical external relationships and cooperative agreements.

b. Correspondence with members of Congress, State Legislators, and prominent individuals both in and out of the State.

c. Correspondence with key individuals and heads of cooperating agencies with whom the Forest Supervisor ordinarily deals.

d. Personal letters of condolence, formal reprimands, special commendation and retirement.

e. Letters of transmittal regarding General Management, Activity or Program Reviews.

f. Other correspondence, which the Staff Officer decides, should be signed by the Forest Supervisor.

2. Acting Forest Supervisor. In the absence of the Forest Supervisor, the designated "Acting" Forest Supervisor signs correspondence as delegated in FSM 1231.31. Such signing shall be over the name and title of the Forest Supervisor, after writing "for" in front of the supervisor's name.

3. Staff Officers have primary responsibility for observing, evaluating, counseling, and recommending for specific functions, and establishing, interpreting and enforcing operating procedures within existing functions. Staff Officers are authorized to sign in all matters relating to their functional field except those reserved for the Forest Supervisor. They shall sign over the title " Staff Officer", i.e. "Technical Services". The originator of the correspondence

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shall determine whether the Supervisor or Staff shall sign. If there is any question, the correspondence shall be for the Forest Supervisor's signature.

During the absence of a staff officer, a specifically designated "Acting" shall sign all communications which would otherwise be signed by the staff officer, except those for which no delegation of authority exists or those which for special reasons would be held for the staff officer's return.

The "Acting" shall sign over the name and title of the staff officer concerned and write the word "For" in front of the staff officer's name.

4. Exceptions to General Signing Instructions. Documents and correspondence pertaining to subjects covered by specific delegations will be signed by the designated official over such titles as listed below.

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| a. Special Use Permits
Mineral Material Permits | Forest Supervisor/or Acting FS |
| b. Bids and Contracts
(including Timber Contracts | Contracting Officer or Contracting Officer's
Representative, as applicable |
| c. Purchase Orders (AD-838) | Contract Specialist or Purchasing Agent |
| d. Forms Related to Property
Transfers, Excess, Sale, Exchange,
Donation | Property Management Officer |
| e. Collections | Collection Officer or Alternative Collection
Officer |
| f. Environmental | Environmental Coordinator |
| g. Safety | Forest Safety Coordinator |
| h. Vouchers | Authorized Certifying Officer |
| i. Requests of GAO Advance
Decisions | Authorized Certifying Officer |
| j. Personnel Actions | Employment Officer |
| k. Pesticide Use | Forest Pesticide Coordinator |
| l. Letters to Purchasers Regarding TP
Roads | Engineering Representative |

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| m. Federal Women's Program | Multicultural Advisory Committee
Chairperson |
| n. Term Grazing Permits | FS/Admin. Officer/Acting FS |
| o. Govt. Bills of Lading | Contract Specialist or Purchasing Agent |
| p. Routine Correspondence (including
request for site numbers) Reports to
State Historical Pres. Office and State
Archeologist | Forest Archeologist |

q. The Forest Criminal Investigator is authorized to sign correspondence of a personal/confidential nature to individuals, in obtaining information and support of his investigative assignments. Such correspondence shall be coordinated with the Administrative Officer prior to dispatch.

5. Coordination. All personnel signing correspondence are responsible for coordinating with interested staff and for obtaining this concurrence. This shall be accomplished by initialing the file copy under the dictating officer's name, or concurring on the document summary of electronic documents. Dictating officers shall initial the file copy of all correspondence before it is routed for signatory approval.